

# Job Retention Tips

## 1. Show up

Many managers make their decisions on the first cuts to be made based solely on reliability. This is not to say that just because you have called in five times in the last six months you are definitely out. Sometimes the manager will remember one particularly annoying call in, or maybe he was not there on the days you called in. Just do your best from here on out to show up each and every day. If you have pressing matters ahead of time, maturely ask for the time off, work a half day, but prove your reliability.

## 2. Work harder

Look at the person beside you, or the best person in the company that does the same job you do and beat them. Establishing yourself in the hierarchy of quality workers can do nothing but help you.

## 3. Toot your own horn

Sure, we all know how difficult this is for some of us and ridiculously easy for others, but remember, when jobs are on the line, nobody else is going to do it for you. Do it subtly, and with someone in charge. Sometimes just pointing out something extra you did, or a particularly assertive approach you have taken will be enough.

## 4. Be your highest self

Showing up and working harder are parts of this, but so are being polite, caring and honest. Don't gossip or pick ticky-tack fights with co-workers. It won't gain you anything, and it will put you on the short list when management decides to make changes for "chemistry".

## 5. Open a line of direct communication

Being able to have a direct and honest conversation with your boss is a healthy thing even when your job is not on the line. Talk to your boss like you would anyone else. Be relaxed, courteous and open. When cuts come, it will be a lot easier for your boss to say bye-bye to an employee he hardly knows than to the one whose children's names he knows.

## 6. Take the extra shift

If your boss and company know that you will take some extra time if it becomes available, then they can envision you being someone who will help bring the company out the other side of difficult times when things begin to ramp back up.

## 7. Take the extra responsibility

Offer to do one extra project, help a co-worker with a heavy work load or step up to the next level and take some of your bosses load for a while. Just make sure someone notices or it is all for naught!

## 8. Do the work the others avoid

Is there one particular task nobody in the office wants to do? Is your boss always delegating this task and moaning and groaning about how it never gets done? Do it. It might be the easiest way to get noticed as a team player.

#### 9. Be prepared to make sacrifices

If you know your company is in trouble and you don't desperately need the small raise you are about to get, make a token sacrifice before they can come tell you it is a no go. Maybe you'll have to kick in a few extra bucks on your health insurance. Make sure that you tell management that the only reason you're doing it is to help out short term with the company. Make sacrifices like this quietly, doing it openly may bring grief from your co-workers. Losing a raise is better than losing a job, at least in this economy.

#### 10. Give your boss a Christmas Bonus

Many companies this year face the prospect of dropping the Christmas Bonus programs they have run for many years. A clever way to turn this in your favor is to write a short letter saying a few nice things about your job and the ways that it has helped improve your life. Don't be sappy but be honest. Forward this to the person in the company to whom it matters most. It might even help them resolve some of the guilt they might feel over dropping the bonus program, but at the least you'll come out smelling like roses.